

SUNLAND CONDO OWNERS' ASSOCIATION DIVISION 7
BOARD OF DIRECTORS MEETING
DATE: November 18, 2021

Call to Order: Steve Lavelly, President

Certification of Quorum: In attendance Steve Lavelly, Rob Baer, Brenda Owens, David Lotzgesell, Carol Stults and Karen Orazi

President's Comments: Steve Lavelly - No December Board Meeting

Treasurer's Report: Financials emailed to all board members prior to meeting. Karen Orazi reported all funds have been collected, accounts are up to date and all bills have been paid. Steve asked what "General Funds Misc code 7090 under General & Administrative" refers to. Karen is not clear on this account and will research and provide a detailed accounting of this item number on the P&L Statement.

Steve said the Finance Committee should be organized so reviews and meetings can start taking place. Steve volunteered to be on the committee. Other members consist of John Gagan, Steve Welborn and Carol Stults.

Landscape Report:

2022 Landscape Contract - Steve Lavelly & Rob Baer reported that Jeff with Ambrose's truck broke down and that's why we haven't seen them for a few days. The 2022 Landscape Contract bids are coming in. AGL's bid is \$6400/month and Ambrose is at \$3975/month (which is up \$300 from 2021 contract). We will more than likely go with Ambrose's bid because of cost but Steve will have a talk with the owner regarding the specifics of the contract like; watering, fertilizing, pruning, etc. Some of these items they are not doing. Steve and Rob will also come up with set dates for when things need to be done with Ambrose and make a schedule. Question arose as to what Ambrose does in the winter months while we are still paying them the full monthly amount. Answer is that the entire contract year is divided into 12 so the contractor can survive in the winter months but Steve and Rob will also ask what they do in the winter for our street.

Motion was made by Steve Lavelly to approve Ambrose's bid for landscaping for the 2022 year of \$3975/month. Carol Stults Seconded motion. All approved.

Black pipe being buried on North side update - Steve said black pipe to be buried behind 108 is still outstanding. AGL's initial bid was for 12 pipes to be buried and that has changed to only 6 pipes needing to be buried.

State water testing site update - Rob reported that the water testing equipment has been installed and all areas have been repaired. Again, this is no charge to Div. 7.

Debris pile - Steve says the debris pile is costing us a lot. Should we take it away?
Rob says no and if we take it away and raise dues it won't go over well with residents.
Steve said he saw an outside truck not belonging to a Hilltop resident dump in our pile.
Carol S. will put something in the newsletter that the debris pile is for Div. 7 only.
Karen O. requested we all keep an eye out and monitor outsiders using this if possible.

Maintenance Report: Carol Stults reported the following -

- BIDS to be approved:
 - Bid for road repair - \$3,950 includes the following:
 - Repair the large dip in the asphalt in the extra parking area between 116 and 126.
 - Remove the large tree root (serious tripping hazard) and replace the road in front of 119A.

MOTION to approve and accept bid from Lakeside Ind. to repair road for \$3,950 made by Rob B. Steve L. seconded the motion and all approved.
 - Sinking sidewalk at 108B - \$1,627.50. Jacob Childs has new subcontractor doing concrete work and is available. This problem is longstanding – repairs in the past have not solved it and it is sinking further. Water prevents access to 108B patio when raining and to garbage can. Budget available.

MOTION to remove and restructure 108B sinking sidewalk and approve Jacob Childs of Fable Homes bid for \$1,627.50 made by Steve L. David L. seconded motion and all approved.
 - GOOD NEWS – no road replacement needed per Lakeside Industries for at least 8-10 years. Keeping the cracks sealed as Steve Carr has been doing is really vital to making the road last longer. Main cracks are due to tree roots.
- Completed all roof cleaning week of 10/18 – Ian is finished. Holding off on power washing schedule for now will do on as needed basis. Will specifically watch 151-153 and building 125 as the concrete builds up slime easily on these sidewalks and patios.
- Steve Carr checking gutters after big windstorms. He will also clear out storm drains as well once gutters are cleaned. Northwest drains came and cleared 3 drains and the underground tubing they are connected to last week. They also cleared the underground drain connection at 134C connected to the north side front downspout. They traced and dug out the end area of the underground piping and found a make-shift drain put in that is not functioning well. It was clogged and needs to be looked at once ground is dry. For now, it is left open, and the downspout is attached to above ground tubing.
- Glass is ordered for 134A (\$1,417) and for 138 (\$938.53-upper floor only). Separate bids were sent approved by Carol as they were under the \$1,500 amount and we still have budget dollars. No invoice will be sent until glass is installed in about 4-6 weeks. Will need to hold these funds in operating account when assessing surplus funds. NOTE for treasurer: **Total to hold is \$2,357 rounded. Glass budget for 2021 is done.**

- 119C – privacy wall that was falling down due to rotten wood has been repaired by Steve Carr. Cost was \$550. During storm Powells reported a window glass had come loose from the frame and was pouring cold air in. Glass Services responded in one day and repaired the glass seal – attaching glass to frame. Assume this is an HOA expense because if window had fallen out completely and broken, we would be liable for replacing it. Amount will be under \$150.
- 126B – working on immediate need to repair the front gutters. Steve Carr will clean them out, but we need to also find a fix – even adding gutters to outside of fascia board instead of using the imbedded gutters that are a part of the roof. This would fix the water leakage over the front door until the reroofing of this building takes place within 3 years. More to follow on that issue.
- Decks – privacy wall reports:
 - Bids for decks at 137 A, C, and D Including side porch of D – Total bid for all 3 is \$33,600 vs \$31,944. Allen Hunt will also be giving us a bid – these are scheduled for 2022 but total budget for 2022 for decks for \$24,000. Will bring to Board for review and final plan when 3rd bid received, so that we can get on 2022 schedule now. Also looking at alternatives to decking – possibly poured patios.
 - Additional decks to be bid on include
 - 121B Rutledge – front deck needs repair or replaced – need bids
 - 126B Murdock – still to be assessed.
 - 161 DeVogler – lower deck has been temporarily fixed – needs more repair vs replacement
 - Privacy Wall repairs – 134C being done now; wall between 134A & B has just been reported as rotted on the top level only. Bottom level is okay. Will assess in next 2 days.
 - **MOTION approved via email dated 11/13/21 to approve emergency replacement and repair of privacy wall between 134C and 134B which was found during deck repairs/replacements. Account to be charged is #2520 Maintenance and Landscape Reserve account. Motion made by Carol S., seconded by Steve L. and all approved via email with a 5 count Yes vote.**
- **MOTION approved via email dated 12/16/21 to repair privacy wall and rebuild top only for 134A by Fable Home Construction in the amount of \$2,441.25 which includes tax. Motion to approve made by Carol S., seconded by Brenda O. All approved via email with a 6 count Yes vote.**
- 159 driveway. Met with Ray and Judy Christensen after receiving another request to review the current status of their driveway. Steve Lavelly, Jerry and I walked the driveway and notice some definite deterioration of the northern half of the driveway. In the meeting, Judy explained that she has a severe injury to her spine in the neck region and has to undergo surgery that is very risky to fix it. She has been warned that if she falls, she will be paralyzed, until the surgery is done. Their main concern is in moving their

trash can out to the street, as even Ray is very unsteady. Bid from Jacob's subcontractor came in at \$9,605 for the entire driveway including demolition. Driveway repair budget for 2021 has \$3,000 left (after repair to sidewalk of 108A). Next year's budget for driveway repair also has \$5,500. We discussed doing only the half of the driveway that is the most egregious. Ray said that would certainly help. Question for the Board – do we repair the entire driveway using the \$3,000 from this year and the entire driveway budget for next year or do only half? This appears to be a significant liability risk if we do nothing. **Suggestions?** Also have a request from 161 for driveway replacement – will need to look at for further deterioration. Already have a bid for that as well.

The Board will contemplate options. Steve L. says we are able to do 1 driveway per year. Let's focus on 159 1st because of safety reasons.

- Minor repairs done by Steve Carr to some garage doors and trim boards due to paint peeling. Painting schedule will be updated to assist in future budgets. No painting has been done for 2 calendar years. Hopefully by diligently keeping peeling paint areas repaired and caulked we will extend the life of the painted areas. While evaluating painting needs, we will also be reviewing the privacy walls for any water damage or other issues.
- Reroofing schedule may need to be revised but will wait until roofers have time to come and advise – 116, 108 and 126 all need roofs in the next 3-4 years – and we need to decide which is the most in need. Last discussion with Allen Roofing indicated 116 was in the most need, now that 108 leaks are fixed. However, 126 has not been looked at by Allen Roofing – will schedule that when they can come and review all 3 roofs. Reminder that the siding on 108 was noted by Allen to be critically in need of repair – above the lower decking. Bids have not been forthcoming from Jacob Childs or from Allen Hunt.

Carol asked if our big expenses, like roofing and painting and decking, should have a reserve account of their own? The 2022 Maintenance budget was only raised \$200 for all maintenance accounts. This will force us to make some hard decisions on what to fix first in 2022.

Steve said we will need to raise dues every year for the next 5 years which is an item we will discuss further but will probably be imminent. Carol will study reserves and make some recommendations to the board for the next 5 years.

Committee Reports:

Governing Documents report - Carol S. read the Working Meeting Notes of 11/11/21 which were discussed and reviewed.

Highlights:

- Discussed clearly defining Limited Common Areas for maintenance purposes especially
- Resale Certificate accuracy and listing all changes made by Owner
- Correcting typos in the last amendments that don't affect content.

- Attorney confirmed that each unit gets one vote so if someone owns 2 units they get 2 votes.
- Process of getting the Governing Docs to new tenants in their Welcome Package
- Board reviewed the Monetary Authority section of the Bylaws re the \$1500 limit and felt that it should be increased.

MOTION by Steve L. to raise the \$1500 monetary limit to \$2500 for Landscaping and Maintenance. Karen O. seconded motion and all approved.

- Increase in surplus operating funds transfer to Reserves which now stands at \$25,000, an amount that has been in place since at least 1996. Moving to a percentage of budget is being considered, and was referred to the Finance Committee for their recommendation.
- Board discussed errors made in transposition of a few unit numbers in Amendment #8, which affect six Composite Roof assessments individually in a small way, but not the total annual roof assessment collected listed in the budget. Board agreed to notify those affected in writing in early January 2022, and the corrections will be effective on January 2023.

Audit Committee: Karen Orazi - no report

Data and Records Committee: Rob Baer - wants to get with Carol and run reports with the current updated data and hand it out to the Board at the next meeting.

Newsletter Committee: Carol S. - December newsletter will go out early, no later than 12/7/21.

Welcoming & Social Committee: Nancy Baer - Will deliver goody bags door to door. No Party.

Emergency Preparedness Committee: Joel Ogden - no report

Nominating Committee: David L. - no report

Insurance Committee: David L. - no report

New Business:

Steve L. - Board discussed who is managing the memorial bricks and maintaining it. Steve agreed to get in touch with Dawn Kerns to see what was set up for the future.

Next Board Meeting: January 20th, 2022 and approval of these minutes.

Adjournment: End of Meeting @ 6:10pm

Motion to accept and approve these meeting minutes on 1/20/2022 made by David L., 2nd by Carol S., all board members in favor with a yes vote.

